



TREX

TRAVEL
AND
EXPENSES

TRAINING GUIDE

THE LBNL TRAVEL PROCESS:

BEFORE YOU TRAVEL



Plan your trip

Enter trip details and estimated costs into a TREX **Travel Authorization**:

- for foreign trips
- for domestic check your division business process

For **foreign trips**, submit your Travel Authorization for division and DOE approvals in TREX

Use LBNL Trip #* generated in TREX to make airline reservation with Carlson or Cliqbook

*from Authorization or Expense Report



Take your trip

Keep receipts for travel expenses

WHEN YOU RETURN TO THE LAB



Enter trip expense into a TREX **Expense Report**

Submit your Expense Report for division approval in TREX

If required, attach receipts to printed Expense Report and send to Travel Office

TREX submits approved Expense Report to Travel Office for pre-pay audit

Once approved by the Travel Office, reimbursement is processed

When to Create a Travel Authorization

1. For FOREIGN trips, authorizations are required in TREX for division approval and DOE approval.
2. For DOMESTIC trips, check your division's requirements regarding authorizations in TREX.
3. Once saved or submitted, use the **LBNL Trip #** for Carlson or Cliqbook
4. The system does not allow authorization for local travel.

Log in

1. Enter TREX in your browser's URL field
2. Enter LDAP UserID and password

Create your Travel Authorization

1. Click on *Berkeley Lab Travel Expenses*.
2. Click on *Manage Trips*.
3. Select *Authorization—Create* in the *Action Request* field.
4. Enter data in required fields as shown in the screen shot.
5. Click on the *Go* button.

Trip Navigation

Trip Action and Key Information

Traveler (Last Name,First Name) ID

Key Information

Action Request

Begin Date End Date

Trip Name

Business Location (first)

6. In the next screen, select the business purpose for your trip.
7. Select *Foreign*, *Domestic* or *Local* in the *Trip Type* field.
8. Enter the statement of purpose for your trip here.
9. Click on *Next* to enter projects, locations and expense estimates.

Expense Report - Create Trip Information

Traveler (Last Name,First Name) Pecoraro,Aurora ID 004123

Trip Information

*Trip Name LBNL Trip # 000060564

*Business Purpose Travel Auth ID

*Begin Date 10/20/2007 *End Date 10/22/2007 Report ID 0000010233

*Business Location (first): SACRAMENTO,CA

*Trip Description and Business Benefit Trip Type ☒ Domestic ☐ Foreign ☐ Local

10. At the top of the screen, enter one or more projects. To split projects, click on "+" to add additional projects.

Traveler Pecoraro,Aurora 004123 Phone 510/486-6439 Mail Stop 937R051

Arranger Atkinson,Maria Fink Phone 510/486-6184 Mail Stop 937R051

LBNL Trip # 000060564 Travel Auth ID Report ID 0000010233 Begin Date 10/20/2

Business Purpose Site Visit Trip Type Domestic

Project Information

Project	Primary	Percentage Split	Classification	Project Org	MARS Code
1 300704	<input checked="" type="checkbox"/>	50.00	YN0100000	CF	OPEXP
2 301011	<input type="checkbox"/>	50.00	YN0100000	CF	OPEXP

If more than one project, the percentage should total 100%, and a primary project must be selected.

11. Enter the departure city and the location to which you will return. You can enter the number of personal days.
 - For foreign trips the departure city is the airport city.
 - For domestic trips the departure can be the traveler's home, work, or airport location.
12. To add trip legs, enter the number of nights then click on "+" on the right. If you need to remove a leg, click on "-".
13. As shown below, per diems display based on business city location.
14. If you know actual estimated amounts for M&IE and/or lodging, enter the daily amount in the *Actual* field.

Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE	Per Diem - Lodging	Actual M&IE	Actual Lodging
1 10/20/2007	BERKELEY,CA	10/20/2007	SACRAMENTO,CA	2		59.00	111.00		
2 10/22/2007	SACRAMENTO,CA	10/22/2007	BERKELEY,CA			59.00	111.00		

15. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.

Actual Lodging	Use Actual M&IE?	Use Actual Lodging?	Comment for Lodging Overage		
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

16. For foreign trips, click on the *Host Information* and *Foreign* tabs to enter required information in all fields.
17. For Conferences, enter at least the conference name.

Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE	Per Diem - Lodging	Actual M&IE	Actual Lodging	Use Actual M&IE?	Use Actual Lodging?
1 10/20/2007	BERKELEY,CA	10/20/2007	SACRAMENTO,CA	2		59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>
2 10/22/2007	SACRAMENTO,CA	10/22/2007	BERKELEY,CA			59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>

18. At the bottom of the screen, enter estimated miscellaneous expenses in the *Misc* field.
19. In the *Total Air* field, enter your airfare estimate.
20. In the *Paid by Others* field, enter cost expected to be paid by a third party. This amount is only for information purposes.
21. Click *Update Estimated Costs* to display total estimated costs.

Estimated Costs			
M&IE	147.50	+ Lodging	222.00
		+ Misc	Enter costs
			= Total Non-Air
			369.50
Paid By Others (Informational Only)	optional	Update Estimated Costs	Total Air Enter costs
			Total Amount
			369.50

22. For **Domestic trips**: You see two yellow buttons at the bottom of the screen.
23. Click on *Finish and Submit* to complete your authorization in TREX, otherwise save for later.

Save For Later

Finish and Submit

24. For **Foreign trips**: You see three yellow buttons at the bottom of the screen.
25. Click on the 2nd button to select the Approver.
26. Click on the third button to submit a Foreign Authorization for approval.

Save For Later

Select Approver

Submit for Approval

When Does This Apply?

1. For DOMESTIC travel, create an Expense Report (ER) without Authorization, if your division does not require a Travel Authorization for domestic trips.
2. Create a future-dated DOMESTIC Expense Report and *Save it for Later* to generate an **LBNL Trip #** to be used to book flights with Carlson or in Cliqbook.
3. For LOCAL Expense Reports.

Create an Expense Report with no Authorization

1. Click on *Berkeley Lab Travel Expenses*.
2. Click on *Manage Trips*.
3. Select *Expense Report—Create* to display the screen below.
4. In the screen, enter or select the traveler's name.
5. Enter or select the trip dates.
6. Enter a trip name and the first business location.
7. Click on the Go button.

Trip Navigation

Trip Action and Key Information

Traveler (Last Name,First Name) *ID

Key Information

Action Request

Begin Date End Date

Trip Name

Business Location (first)

8. Click on the Yes button to continue creating your ER.
No authorization was found for your search criteria. Do you want to continue and create an Expense Report?

9. Select your traveler's business purpose
10. Enter your trip description and business benefit
11. Select *Domestic* or *Local Trip Type*. Click on *Next*.

Expense Report - Modify Trip Information

Traveler (Last Name,First Name) Pecoraro,Aurora *ID 004123

Trip Information

*Trip Name LBNL Trip # 000060564

*Business Purpose Travel Auth ID

*Begin Date 10/20/2007 *End Date 10/22/2007 Report ID 0000010233

*Business Location (first): SACRAMENTO,CA

*Trip Description and Business Benefit

Trip Type ☒ Domestic ☐ Foreign ☐ Local

12. At the top of the screen, enter one or more projects. To split projects, click on "+" to add additional projects.

Expense Report - Modify Trip Leg Information

Traveler Pecoraro,Aurora 004123 Phone 510/486-6439 Mail Stop 937R0500 HR Org CF

Arranger Atkinson,Maria Fink Phone 510/486-6184 Mail Stop 937R0500 HR Org CF

LBNL Trip # 000060564 Travel Auth ID Report ID 0000010233 Begin Date 10/20/2007 End Date 10/22/2007

Business Purpose Conference Trip Type Domestic

Project Information

Project	Primary	Percentage Split	B-R Classification	Project Org	MARS Code
1 300704	<input checked="" type="checkbox"/>	50.00	YN0100000	CF	OPEXP
2 301011	<input type="checkbox"/>	50.00	YN0100000	CF	OPEXP

If more than one project, the percentage should total 100%, and a primary project must be selected.

13. Select a departure city and the location to which you will return. You can enter the number of personal days.

Itinerary Legs						
Primary Information		Host Information		Conference		DEF
Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE
1 12/22/2007	BERKELEY,CA	12/22/2007	SACRAMENTO,CA	2		59.00
2 12/24/2007	SACRAMENTO,CA	12/24/2007	BERKELEY,CA			59.00

14. If you are claiming the actual amount for M&IE and/or lodging, enter the daily amount in the corresponding field. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.
15. Click *Next*. You will enter other expenses in the next screen.

Per Diem - M&IE	Per Diem - Lodging	Actual M&IE	Actual Lodging	Use Actual M&IE?	Use Actual Lodging?	Comment for Lodging Overage		
59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

16. This screen is optional. You can begin by entering expenses other than M&IE and lodging here. (Or, you can click on *Continue to Expense Details Screen* to enter all trip expenses on one screen).

Leg Information

Travel From Location BERKELEY,CA Business Location SACRAMENTO,CA

From 12/22/2007 Thru 12/24/2007

All Days of	From	To	Expense Type	Daily Amount	Description	Miles	Mileage Rate
<input type="checkbox"/>			Airfare: Lab-Purchased				
<input type="checkbox"/>			Airfare: Purchased by Employee				
<input type="checkbox"/>			Airport Tax				
<input type="checkbox"/>			Car Rental				
<input type="checkbox"/>	12/22/07		Credit Card / ATM Fee	55	enter info here for expense		
<input type="checkbox"/>			Gas for a Rental or Govt Car				
<input type="checkbox"/>			Laundry/Dry Cleaning(Domestic)				
<input type="checkbox"/>			Lodging Tax (Domestic only)				
<input type="checkbox"/>			Mileage (for Private Vehicle)				0.485
<input type="checkbox"/>			Miscellaneous Other Expenses				

Note: This screen captures the expenses for each itinerary leg. If a multi-leg trip, you will have to click on the *Next Leg* button or *continue to the Expense Details screen* to add expenses.

17. The Expense Details screen shows all expenses.
18. Click on OK or on the "+" to add an expense. You can select expenses to "Copy" or to "Delete". The amount spent can be modified in this screen.

Enter Expense Lines

Select	Expense Type	Receipt Required	Expense Date	*Amount Spent	Location	*Payment Type	
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	12/22/2007	111.00	SACRAMENTO,CA	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/22/2007	44.25	SACRAMENTO,CA	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	12/23/2007	111.00	SACRAMENTO,CA	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/23/2007	59.00	SACRAMENTO,CA	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/24/2007	44.25	SACRAMENTO,CA	Cash	<input type="button" value="+"/>

Add: New Expense

19. TREX displays expense totals at the bottom of the screen.
20. Click on *Check for Errors*. If there are errors, red flag error symbols will display. Click on the red flag for specific info. and to correct errors.
21. Click on *Update Totals* to sum all expenses entered so far.
22. Click on the link *Personal Days and Meals Provided* to enter specific info
23. Click on *Printable View* to print the form for attaching receipts to be forwarded to the Travel Office (Save for Later first).
24. Click on the *Select Approver* button to identify the approver for the ER.
25. If arranging for someone, click *Submit for Certification* to send the ER to the traveler, otherwise click on *Finish and Submit*.

Expense Report Totals

Employee Expenses:	369.50 USD	Due Employee:	369.50 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Cash Advances Applied:	0.00 USD	Update Totals	<input type="button" value="Update Totals"/>

When Does This Apply?

- For DOMESTIC travel, create an Expense Report (ER) when your division requires travel authorization for domestic trips.
- Always for FOREIGN trips.

Create an Expense Report based on an Authorization

- Click on *Berkeley Lab Travel Expenses*.
- Click on *Manage Trips*.
- Select *Expense Report—Create* to display the screen below.
- In the screen, enter or select the traveler's name.
- Enter or select exact trip dates or a range of dates.
- Click on the *Go* button to display a list of existing Authorizations set up in TREX for the traveler.

Trip Navigation

Trip Action and Key Information

Traveler (Last Name,First Name) *ID

Key Information

Action Request

Begin Date End Date

Trip Name

Business Location (first)

- Select the desired Travel Authorization.

Select	LBNL Trip #	Report ID	Status	Supplemental Expense Report	Trip Name	Trip Type	Begin Date	End Date	Business Location (First)
<input type="checkbox"/>	000060389	0000010136	Submitted	<input type="checkbox"/>	LOCAL TRAIN Local		09/01/2008	09/05/2008	SACRAMENTO,CA

- TREX loads info contained in the Authorization record. Most data can be modified on the Expense Report. Click on *Next*.

Expense Report - Modify Trip Information

Traveler (Last Name,First Name) *ID

*Trip Name LBNL Trip #

*Business Purpose Travel Auth ID

*Begin Date *End Date Report ID

*Business Location (first):

*Trip Description and Business Benefit

Trip Type ☐ Domestic ☐ Foreign ☐ Local

- Enter the trip report abstract for foreign trips, then click *Next*.

One-Way Trip ☐ Get Per Diem Amounts

Primary information	Host information	Conference	Foreign	DEF								
Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE	Per Diem - Lodging	Actual M&IE	Actual Lodging	Use Actual M&IE?	Use Actual Lodging?	Comment for Lodging Overage
1 10/20/2007	BERKELEY,CA	10/20/2007	SACRAMENTO,CA	2		59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>	
2 10/22/2007	SACRAMENTO,CA	10/22/2007	BERKELEY,CA			59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>	

Trip Abstract for the Foreign Report
Enter your foreign trip report here.

- Select a departure city and the location to which you will return. You can enter the number of personal days.

Itinerary Legs						
Primary information	Host information	Conference	DEF			
Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE
1 12/22/2007	BERKELEY,CA	12/22/2007	SACRAMENTO,CA	2		59.00
2 12/24/2007	SACRAMENTO,CA	12/24/2007	BERKELEY,CA			59.00

- If you are claiming the actual amount for M&IE and/or lodging, enter the daily amount in the corresponding field. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.
- Click *Next*. You will enter other expenses in the next screen.

Per Diem - M&IE	Per Diem - Lodging	Actual M&IE	Actual Lodging	Use Actual M&IE?	Use Actual Lodging?	Comment for Lodging Overage
59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>	
59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>	

- This screen is optional. You can begin by entering expenses other than M&IE and lodging here. (Or, you can click on *Continue to Expense Details Screen* to enter all trip expenses on one screen).

Leg Information

Travel From Location		BERKELEY,CA		Business Location		SACRAMENTO,CA	
From		12/22/2007		Thru		12/24/2007	
All Days of the Leg	From	To	Expense Type	Daily Amount	Description	Miles	Mileage Rate
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Airfare: Lab-Purchased				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Airfare: Purchased by Employee				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Airport Tax				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Car Rental				
<input type="checkbox"/>	12/22/07	<input type="checkbox"/>	<input type="checkbox"/> Credit Card / ATM Fee	55	enter info here for expense		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Gas for a Rental or Govt Car				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Laundry/Dry Cleaning(Domestic)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Lodging Tax (Domestic only)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Mileage (for Private Vehicle)				0.485
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Miscellaneous Other Expenses				

Continue to Expense Details Screen

Note: This screen captures the expenses for each itinerary leg. If a multi-leg trip, you will have to click on the *Next Leg* button or continue to the *Expense Details* screen to add expenses.

- The Expense Details screen shows all expenses.
- Click on *OK* or on the "+" to add an expense. You can select expenses to "Copy" or to "Delete". The amount spent can be modified in this screen.

Enter Expense Lines							Customize	Find	First	1-6 of 6	Last
Overview		Detail		Message		DEF					
Select	Expense Type	Receipt Required	Expense Date	*Amount Spent	Location	*Payment Type					
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	12/22/2007	111.00	SACRAMENTO,CA	Cash					
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/22/2007	44.25	SACRAMENTO,CA	Cash					
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	12/23/2007	111.00	SACRAMENTO,CA	Cash					
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/23/2007	59.00	SACRAMENTO,CA	Cash					
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/24/2007	44.25	SACRAMENTO,CA	Cash					
Add: New Expense							OK	Copy Selected Expense(s)...	Delete Selected Expense(s)		

- TREX displays expense totals at the bottom of the screen.
- Click on *Check for Errors*. If there are errors, red flag error symbols will display. Click on the red flag for specific info. and to correct errors.
- Click on *Update Totals* to sum all expenses entered so far.
- Click on the link *Personal Days and Meals Provided* to enter specific info
- Click on *Printable View* to print the form for attaching receipts to be forwarded to the Travel Office (Save for Later first).
- Click on the *Select Approver* button to identify the approver for the ER.
- If arranging for someone, click *Submit for Certification* to send the ER to the traveler, otherwise click on *Finish and Submit*.

<input type="button" value="Check For Errors"/>	<input type="button" value="Personal Days and Meals Provided"/>	<input type="button" value="Trip History"/>	<input type="button" value="Travel Currency Converter"/>	<input type="button" value="Apply Cash Advance(s)"/>
Expense Report Totals				
Employee Expenses:	369.50 USD	Due Employee:	369.50 USD	
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD	
Prepaid Expenses:	0.00 USD	Definition of Totals		<input type="button" value="Update Totals"/>
Cash Advances Applied:	0.00 USD			
<input type="button" value="Save For Later"/>	<input type="button" value="Select Approver"/>	<input type="button" value="Submit for Certification"/>	<input type="button" value="Printable View"/>	

Approving a Travel Authorization or Expense Report

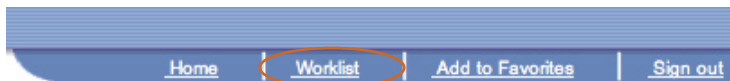
4

Approving Foreign Travel Authorizations and Expense Reports

1. In TREX, FOREIGN Travel Authorizations are routed to a specific Division Director or Division Director designee for approval.
2. All Expense Reports are routed to an approver who has SAS authority to approve expenses for the primary project selected in the Authorization or Expense Report.
3. When FOREIGN Authorizations or Expense Reports are submitted for approval in TREX, an email is automatically sent to the approver.
4. To approve an Authorization or Expense Report, an approver has two choices:
 - Use the *Worklist* link at the top of your TREX page to open the Authorization or Expense Report.
 - Use the link inside the email received to open the document to be approved.

I. Using the Worklist to open a document

- Approvers do not need to use the email link to open and approve a travel document in TREX. They can sign into TREX and click on the *Worklist* link at the top of the TREX page.



- After clicking on *Worklist*, TREX displays the complete list of documents currently awaiting approval by the approver.

Worklist					
From	Date From	Work Item	Worked By Activity	Priority	Link
Pecoraro,Aurora	04/19/2008	Expense Report Approval	Approve Expense Report		0000010006
Sebek,Klara	05/16/2008	Expense Report Approval	Approve Expense Report		0000010059
Pecoraro,Aurora	06/18/2008	Expense Report Approval	Approve Expense Report		0000010136
Pecoraro,Aurora	06/18/2008	Expense Report Approval	Approve Expense Report		0000010137
Pecoraro,Aurora	06/20/2008	Expense Report Approval	Approve Expense Report		0000010150
Cruz,Rosa C	07/17/2008	Expense Report Approval	Approve Expense Report		0000010216

- To open a specific document from the list in your worklist, click on the document's [blue link](#). TREX displays the document.

[Approve Expense Report](#)

Expense Report Summary

Aurora Pecoraro Report ID: 0000010233

Report Information

Trip Name: Trip Name LBNL Trip #: 000060564 Trip Type Foreign

Supplemental Exp. Report ☐ Trip < 24 Hours ☐ Arranger: ABCDEFG

Business Purpose: Site Visit Trip Comments: Trip comments go here.

Report Status: Submitted

Created On: 07/21/2008 By: MFATKINSON Last Updated: 07/21/2008 By: MFATKINSON

Accounting Date: 07/21/2008

Trip Description and Benefit

Trip description goes here.

Project Information					
Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Cod
1 300704	<input checked="" type="checkbox"/>	50.00	YN0100000	CF	OPEXP

- If the approver knows he or she will be on vacation or unavailable, he/she must notify the staff of this event in order to avoid documents sitting in his/her queue waiting for approval.

II. Using the email link to open a document

- When Foreign Authorizations and Expense Reports are submitted in TREX, an email like the one below is sent to the approver.

Subject: Travel expense report is awaiting your approval.
From: fms-logmail@mailbot.lbl.gov
Date: Thu, 31 Jul 2008 10:31:21 -0700 (PDT)
To: APecoraro@lbl.gov

Travel expense report is awaiting your approval.

Traveler : Malone,David ID: 001688
Arranger : Pecoraro,Aurora
Trip Name : DEMO ER NO AUTH
LBNL Trip # : 000060666
Report ID : 0000010294
Total Expenses : \$1498.5
Reimbursement : \$848.5
Begin Date : 01/20/2008 End Date: 01/25/2008
First Business Location: DENVER,CO
Business Purpose : Site Visit

https://trex.lbl.gov/psp/trexm/ZT_TRAVEL/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_APPROV

- III. **Approving a document.** The approver has the option to approve the document or to send it back for revision if any information is incorrect.

Approve Expense Report

Expense Report Summary

Aurora Pecoraro Report ID: 0000010233

Report Information

Trip Name: Trip Name LBNL Trip #: 000060564 Trip Type Foreign

Supplemental Exp. Report ☐ Trip < 24 Hours ☐ Arranger: ABCDEFG

Business Purpose: Site Visit Trip Comments: Trip comments go here.

Report Status: Submitted

Created On: 07/21/2008 By: MFATKINSON Last Updated: 07/21/2008 By: MFATKINSON

Accounting Date: 07/21/2008

Trip Description and Benefit

Trip description goes here.

Project Information					
Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Cod
1 300704	<input checked="" type="checkbox"/>	50.00	YN0100000	CF	OPEXP

Itinerary Legs

Primary Information					
Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days
1 10/20/2007	BERKELEY,CA	10/20/2007	SACRAMENTO,CA	2	
2 10/22/2007	SACRAMENTO,CA	10/22/2007	BERKELEY,CA		

Expense Report Totals

Employee Expenses:	1,464.00 USD	Due Employee:	1,464.00 USD
Non-Reimbursable Expenses:	0.00 USD		
Prepaid Expenses:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Current Approval Status

Routing	Name	Status	Date
Originator	Pecoraro,Aurora	Submitted	04/19/2008
Division Approver 1	Axthelm,Charles A		
Pre-Pay Auditor			

Approval Detail

Name: Axthelm,Charles A

Comment: [Approved 5/01/08.](#)

[Approve Report](#) [Send Back for Revision](#)

- If you are approving the document, you have the option to enter any pertinent comments.

Comment: [Approved 5/01/08.](#)

[Approve Report](#) [Send Back for Revision](#)

☒ This report will be approved.

Note: Remember to confirm the approval by clicking the OK button.

[OK](#) [Cancel](#)

- If you are sending the document back for revision, you are required to enter your comments and instructions in the Comment box.

Trip statuses define where a travel document; (i.e., Travel Authorization or Expense Report) is, or has been, in the TRAVEL system process. These statuses appear in TREX and the travel reports (as applicable) that are available through the BLIS Reporting System (BRS).

In TREX there are three areas where you can find the status of a document. Depending on which area you look at, the status might be different. The three areas are: Report Status, Current Approval Status and Trip History. The Trip History provides more detail than the other two and consequently we recommend you refer to the hyperlinks to check the status of the documents.

I. Trip History Status

(To view the list of statuses click [HERE](#))

To view event statuses for a specific trip in TREX, click on the "History" hyperlink in the Travel Authorization or "Trip History" hyperlink in the Expense Report and the Trip Event History panel will appear. The system retains the complete history of all statuses assigned to the documents.

II. Status/Report Status

(To view the list of statuses click [HERE](#))

The system displays only the latest status of the documents.

III. Travel Authorization/Current Approval Status

(To view the list of statuses click [HERE](#))

In this section, the system displays transaction submittal and approval activities showing the last status of the documents as well as the individual's name and the date when the action took place. This section is non-customizable PeopleSoft delivered functionality; therefore we recommend viewing the Trip History for details.

In Authorization:

[View Travel Authorization](#)

Travel Authorization Summary

Anil More

Employee ID: 622705

Travel Auth ID: 0000020556

General Information

Trip Name: CFO next steps
 Begin Date: 12/30/2008 End Date: 01/07/2009
 Business Purpose: Conference
 LBNL Trip #: 000060821
 Trip Type: Domestic
 Status: Approved

Trip Description and Benefit

assessment of current LBNL travel systems

Trip Comments

hey, i may be an admin work, but i'm a happenin' guy; conference will pay partial meals

Project Information

Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code
1 300302	<input checked="" type="checkbox"/>	70.00	YN0100000	LD	OPEXP
2 307311	<input type="checkbox"/>	30.00	YN0100000	EH	OPEXP

Itinerary Legs

Primary Information	Per-Diem Information	Host Information	Conference	Customize	Find	First	1-2 of 3	Last
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Number of Nights at Location	Number of Personal Days			
1 12/30/2008	BERKELEY, CA	12/30/2008	WASHINGTON, DC	2	1			
2 01/01/2009	WASHINGTON, DC	01/01/2009	PHILADELPHIA, PA	6				
3 01/07/2009	PHILADELPHIA, PA	01/07/2009	BERKELEY, CA					

Travel Authorization Estimate

M&IE	480.00	+ Lodging	1,468.00	+ Misc	2,020.00	= Total Non-Air	3,968.00
Paid By Others (Informational Only)	150.00					Total Air	625.00
						Total Amount	4,593.00

Total Travel Authorization: 4,593.00 USD

[History](#)

Travel Authorization Status

Routing	Name	Approval Status	Date
Originator	Garbis, Carla H	Submitted	09/04/2008
Division Approver 1	Garbis, Carla H	Approved	09/04/2008

Approval Detail

Name:	Garbis, Carla H
Comment:	

In Expense Report:

[View Expense Report](#)

Expense Report Detail

Anil More

Employee ID: 622705

Report ID: 0000010405

Enter Report Information

Trip Name: LB Foreign record
 Business Purpose: Seminar / Symposium
 Business Location (first): PARIS, FRA
 Begin Date: 04/27/2008 End Date: 04/27/2008
 Report Status: Pending
 LBNL Trip #: 000060028
 Trip Type: Foreign
 Trip Comments:
 Supplemental Exp. Report
 Travel Auth ID: 0000020016
 Created On: 09/05/2008 By: CHGARBS
 Last Updated: 09/05/2008 By: CHGARBS
 Post Status: Not Applied Accounting Date: 09/05/2008

Trip Description and Benefit

Visit Eiffel tower for Lab

Project Information

Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code
1 UC1648	<input checked="" type="checkbox"/>	100.00	KB0402030	NS	OPEXP

Itinerary Legs

Primary Information	Per-Diem Information	Host Information	Foreign	Customize	Find	First	1-2 of 2	Last
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Number of Nights at Location	Number of Personal Days			
1 04/27/2008	SACRAMENTO, CA	04/27/2008	PARIS, FRA					
2 04/27/2008	PARIS, FRA	04/27/2008	SACRAMENTO, CA					

Enter Expense Lines

Receipt Required	*Expense Type	Expense Date	*Amount Spent	Location	*Payment Type
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	04/27/2008	52.50	PARIS, FRA	Cash
<input checked="" type="checkbox"/>	Airfare: Lab-Purchased	04/27/2008	1,200.00	PARIS, FRA	Lab Travel Agency
<input checked="" type="checkbox"/>	Miscellaneous Other Expenses	04/27/2008	500.00	PARIS, FRA	Cash

[Personal Days and Meals Provided](#) [Trip History](#) [Travel Currency Converter](#)

Expense Report Totals

Employee Expenses:	1,752.50 USD	Due Employee:	552.50 USD
Non-Reimbursable Expenses:	0.00 USD		
Prepaid Expenses:	1,200.00 USD		
Cash Advances Applied:	0.00 USD		

Current Approval Status

Routing	Name	Status	Date
Originator	Garbis, Carla H	In Process	
Pre-Pay Auditor			

I. TREX Statuses: Trip History

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[Back to Main Statuses Page](#)

Authorization (TA) Statuses

Created-TA has been created, saved and is available for modification by traveler or arranger.

Submitted

For Domestic-TA has been entered in the system and is no longer available for modification. If applicable, it is available for Division Review.

For Foreign - TA has been routed for division approval and if applicable, is available for Division Review. It is not available for modification.

Note: If the Authorization has been returned by the Division Approver or by the Travel Office for modification, once it has been revised and routed for approval again, it will appear as Submitted.

Division Reviewed- If applicable, TA has been reviewed by designated division staff. Each division establishes its own policy regarding this review. Per Lab policy it is optional.

Returned by Division - For Foreign Only- TA was not approved by Division Director or designee. It was sent back to be modified or canceled.

Division Approved- For Foreign Only- TA has been approved by Division Director or designee.

Returned by Travel Office – For Foreign Only – The Authorization has not been approved by the Travel Office to initiate processing in FTMS

FTMS Setup- For Foreign Only- Travel Office has entered required trip information into the DOE Foreign Travel Management System (FTMS) for DOE and Department of State review.

Denied by DOE- For Foreign Only- Trip has not been approved by DOE and/or Department of State. Traveler cannot take trip.

DOE Approval- For Foreign Only- Trip has been approved by DOE and Department of State. (It must first have been *Division Approved*.) Traveler can go on trip.

Note: The DOE Approval and Approved statuses are triggered simultaneously in TREX therefore DOE Approval =Approved.

Approved

For Domestic - TA is automatically approved in TREX once it is *Submitted*. At this point it is no longer available to be modified. Any changes to the information should be appropriately reflected in the Expense Report. If necessary, TA can be cancelled.

For Foreign- TA has been approved by DOE and Department of State. Traveler can go on trip.

Note: The Approved and DOE Approval statuses are triggered simultaneously in TREX therefore Approved=DOE Approval.

Canceled- Action taken by traveler or arranger when trip is not going to take place. Note: (1) DO NOT CANCEL a TA if an airline or train ticket was purchased through the Lab's travel agency. An ER must be submitted for the expense once the return date of the trip has passed. (2) If a trip to be canceled has an Authorization and an Expense Report associated with it, the Expense Report must be canceled first and then the associated Authorization.

Expense Report (ER) Statuses

Created- ER has been created, saved and is available for modification by traveler or arranger.

Certification Pending- ER has been completed by arranger and routed to the traveler for review and certification (certification is the formal confirmation that expenses claimed were incurred on official business on dates shown and are in compliance with LBNL policy) of expenses. Traveler or arranger can modify the document as necessary. If arranger has created the ER, the approver has been selected, but the traveler can change it.

Submitted- ER has been certified and routed for division approval. It cannot be modified at this point unless the approver returns it. Note: If ER has been returned by the Division Approver or Travel Office for modification, once it has been revised and routed for *Division Approval* again, it will appear as *Submitted*.

Returned by Division- The ER was not approved by the division approver and has been sent back for modification.

Division Approved- ER has been reviewed and approved by the Division Approver selected. The Division Approver is selected from the list of LBNL employees in the Signature Authority System that belongs to the project charged with the cost of the trip.

Receipts Received- Travel Office has *received* the required receipts. This is not considered an approval.

Returned by Travel Office- The ER has not been approved by the Travel Office. It has been sent back to be modified.

FTMS Closed Out- For Foreign Only- Travel Office has entered all required data in the DOE FTMS (Foreign Travel Management System).

Approved for Payment- Travel Office has approved ER to be paid.

Canceled- Action taken by traveler or arranger when trip is not going to take place.

Note: 1) If an airline or train ticket was purchased through the Lab's travel agency, do not cancel the TA; prepare an ER for the Lab-purchased ticket. The ER must be prepared for only one day (begin date of the trip), and must be submitted. 2) If a TA and the related ER have been created for a trip to be cancelled, the ER must be cancelled first and then the associated Authorization.

Domestic TA's can be canceled even if they have an approved status. TA's must be in Created or Returned Status to be available for cancellation.

II. TREX Statuses: Status/Report Status

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[Back to Main Statuses Page](#)

Authorization (TA) Statuses

Pending- Indicates that the Authorization has been created

Submitted- Same as Trip History Status from previous page

Submitted- Same as Trip History Status from previous page

Division Approved – For Foreign Only -
Same as Trip History Status from previous page

Returned by Travel Office – For Foreign Only -
Same as Trip History Status from previous page

Denied by DOE- – For Foreign Only -
Same as Trip History Status from previous page

Approved- Same as Trip History Status from previous page

Canceled - Same as Trip History Status from previous page

Expense Report (ER) Statuses

Pending- Indicates that the Expense Report has been created .

Submitted- Same as Event Status Above

Returned by Division- For Foreign Only- Same as Event Status Above

Division Approved- For Foreign Only- Same as Event Status Above

Returned by Travel Office – For Foreign Only –Same as Event Status Above

Returned by Division- The ER was not approved by the division approver and has been sent back for modification.

Division Approved- ER has been reviewed and approved by the selected LBNL employee listed in the Laboratory's Signature Authorization System (SAS).

Approve Pay - same as Approved for Payment above

Approve for Zero Payment – The trip cost is being paid by an outside organization and the Expense Report needs to be closed out.

Staged – The Expense Report has been approved for payment and ready for payment to be issued.

Paid- Payment has been issued

Closed- *This is rarely used and indicates that after Expense Report was approved for payment it was not paid or payment was cancelled*

III. TREX Statuses: Travel Authorization/Current Approval Status

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[Back to Main Statuses Page](#)

Authorization (TA) Statuses

Originator – This is the Traveler or the Arranger

Status: In Process
 Submitted

Division Approver1 (*)

For Foreign this is the Division Director or Designee

For Domestic this is the Traveler or the Arranger

(*) There is only one Division Approver in TREX

Status for both (Foreign and Domestic): Approved
 Returned by Division

Any routing performed by the Travel Office is not reflected in this section

Expense Report (ER) Statuses

Originator- This is the Traveler or the Arranger

Status: In Process
 Submitted

Division Approver1(*)

This is the selected SAS approver

(*) There is only one Division Approver in TREX

Status: Approved
 Returned by Division

Pre-pay Auditor – This is the Travel Office

Status: Denied
 Approved

Create an Expense Report for a Local Trip

1. Enter the **Begin** and **End Dates** that will Cover All Expense Dates
2. Select **Local Trip**

Expense Report - Create Trip Information

Traveler (Last Name,First Name) Atkinson,Maria Fink *ID 808001

Trip Information

*Trip Name Local LBNL Trip # NEXT

*Business Purpose Site Visit Travel Auth ID

*Begin Date 10/01/2007 *End Date 10/11/2007 Report ID NEXT

*Business Location (first): SACRAMENTO,CA

*Trip Description and Business Benefit Local Site Visit

☐ Multi-leg trip?

☐ Domestic

☒ Foreign

☒ Local

Prev Next

[TREX Information](#) [Email TREX Help](#) [Reimbursement Guidelines](#)

The system will create a leg per day. It takes about 2 minutes to populate legs for 3 months. Even expense will not be recorded for a day (or more) do not delete the legs here. The departure city must be populated.

Expense Report - Create Trip Leg Information

Traveler Atkinson,Maria Fink 808001 Phone 510/486-6184 Mail Stop 937R0500 HR Org CF

Arranger LBNL Trip # NEXT Travel Auth ID

Business Purpose Site Visit Report ID NEXT

Trip Type Local

☐ Multi-leg trip?

Project Information

Project Primary Percentage Split B/LR Classification Project Org MARS Code

1 300701 100.00

Itinerary Legs

Primary Information	Host Information	Host	Departure Date	Departure City,State or City,Country	Business City,State or City,Country		
1	10/01/2007			SACRAMENTO,CA			
2	10/02/2007			SACRAMENTO,CA			
3	10/03/2007			SACRAMENTO,CA			
4	10/04/2007			SACRAMENTO,CA			
5	10/05/2007			SACRAMENTO,CA			
6	10/06/2007			SACRAMENTO,CA			
7	10/07/2007			SACRAMENTO,CA			
8	10/08/2007			SACRAMENTO,CA			
9	10/09/2007			SACRAMENTO,CA			
10	10/10/2007			SACRAMENTO,CA			
11	10/11/2007			SACRAMENTO,CA			

[Save For Later](#)

[Prev](#) [Next](#)

3. Select the expense or expenses to be claimed.

Note that this screen is only for the first leg. From here it is more convenient to click the **Continue to Expense Details Screen** when the traveler is only claiming one expense for some of the days. (Or you can select **Next Leg** if there are several and different expenses for each day of the trip. This second option would give you a clearer view of the expenses you will enter for every day.)

Add Leg Expenses

Maria Atkinson Employee ID: 808001 Report ID:

Leg Information

Travel From Location OAKLAND,CA Business Location SACRAMENTO,CA

From 10/01/2007 Thru 10/01/2007

All Days of this Leg	From	To	Expense Type	Daily Amount	Description	Mile	Mileage Rate
<input type="checkbox"/>			Car Rental				
<input type="checkbox"/>			Credit Card / ATM Fee				
<input type="checkbox"/>			Gas for a Rental or Govt Car				
<input checked="" type="checkbox"/>			Mileage (for Private Vehicle)	183			0.4800
<input type="checkbox"/>			Miscellaneous Other Expenses				
<input type="checkbox"/>			Other Transportation				
<input type="checkbox"/>			Parking / Tolls				
<input type="checkbox"/>			Phone Call / Internet Fees				
<input type="checkbox"/>			Registration Fee				
<input type="checkbox"/>			Train: Lab-Purchased				

Previous Leg Next Leg **Continue to Expense Details Screen**

Expense Report

Expense Report Entry

Maria Atkinson Employee ID: 808001 Report ID: NEXT

Enter Report Information

Trip Name: Local LBNL Trip #: 000060853 Trip Type: Local

Business Purpose: Site Visit Trip Comments:
























Business Location (first): SACRAMENTO,CA

Begin Date: 10/01/2007 End Date: 10/11/2007

☐ Supplemental Exp. Report

Itinerary Legs

Primary Information	Host Information	Host	Departure Date	Departure City,State or City,Country	Business City,State or City,Country
1	10/01/2007			OAKLAND,CA	SACRAMENTO,CA
2	10/02/2007			OAKLAND,CA	SACRAMENTO,CA
3	10/03/2007			OAKLAND,CA	SACRAMENTO,CA
4	10/04/2007			OAKLAND,CA	SACRAMENTO,CA
5	10/05/2007			OAKLAND,CA	SACRAMENTO,CA
6	10/06/2007			OAKLAND,CA	SACRAMENTO,CA
7	10/07/2007			OAKLAND,CA	SACRAMENTO,CA
8	10/08/2007			OAKLAND,CA	SACRAMENTO,CA
9	10/09/2007			OAKLAND,CA	SACRAMENTO,CA
10	10/10/2007			OAKLAND,CA	SACRAMENTO,CA
11	10/11/2007			OAKLAND,CA	SACRAMENTO,CA

Enter Expense Lines							Customize Find 		First  1-5 of 5  Last		
Overview		Detail		Mileage		Exp					
Select	Expense Type	Receipt Required	Expense Date	Amount Spent	Destination Location	Payment Type					
<input type="checkbox"/>	Mileage (for Private Vehic	<input type="checkbox"/>	10/01/2007 	87.30	SACRAMENTO,CA 	Cash 					
<input type="checkbox"/>	Mileage (for Private Vehic	<input type="checkbox"/>	10/03/2007 	87.30	SACRAMENTO,CA 	Cash 					
<input type="checkbox"/>	Mileage (for Private Vehic	<input type="checkbox"/>	10/04/2007 	87.30	SACRAMENTO,CA 	Cash 					
<input type="checkbox"/>	Mileage (for Private Vehic	<input type="checkbox"/>	10/07/2007 	87.30	SACRAMENTO,CA 	Cash 					
<input type="checkbox"/>	Mileage (for Private Vehic	<input type="checkbox"/>	10/08/2007 	87.30	SACRAMENTO,CA 	Cash 					

Add: New Expense OK **Copy Selected Expense(s)...** Delete Selected Expense(s)

[Check For Errors](#) [Personal Days and Meals Provided](#) [Trip History](#) [Travel Currency Converter](#) [Apply Cash Advance\(s\)](#)

Expense Report Totals

Employee Expenses:	436.50 USD	Due Employee:	436.50 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Cash Advances Applied:	0.00 USD	Update Totals	

[Save For Later](#) [Select Approver](#) [Finish and Submit](#) [Printable View](#)

4. Once you have the expense for one day ("mileage" in this example), select the expense that needs to be entered for other days and click the **Copy Selected Expenses** button.

Expense Report

Warning for Copying Expense Lines

Maria Atkinson Employee ID: 808001 Report ID: NEXT

You have selected expenses that either have errors or have not been checked for errors. If this is not okay, press the Cancel button and correct the appropriate error(s) and/or press the Check For Errors button. If it is OK, press OK to continue.

OK **Cancel**

5. Click **OK**.

The selected expense can be *copied* to only **one day** or to a **range of dates**, as needed. If copying to a range of dates, **enter the from and to dates**.

Expense Report

Copy Selected Expenses

Maria Atkinson Employee ID: 808001 Report ID: NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Expense Type	Expense Date	Amount Spent	Currency
Mileage (for Private Vehicle)	10/04/2007	87.30	USD

Copy Option

☐ Copy to One Date To Date: [10/07/2007]

☒ Copy to Range of Dates From Date: 10/7/07 To Date: 10/8/07

☒ Include Weekends ☒ Include Holidays

OK **Cancel**

continued on next page...

Continued from Page 9

The copy option can be repeated as many times as needed to copy an expense to different/separate ranges of dates within the being and end dates of the trip.

Itinerary Legs						
Primary Information		Host Information		Customize Find First 1-11 of 11 Last		
Departure Date	Departure City, State or City, Country	Business City, State or City, Country				
1 10/01/2007	OAKLAND, CA	SACRAMENTO, CA				
2 10/02/2007	OAKLAND, CA	SACRAMENTO, CA				
3 10/03/2007	OAKLAND, CA	SACRAMENTO, CA				
4 10/04/2007	OAKLAND, CA	SACRAMENTO, CA				
5 10/05/2007	OAKLAND, CA	SACRAMENTO, CA				
6 10/06/2007	OAKLAND, CA	SACRAMENTO, CA				
7 10/07/2007	OAKLAND, CA	SACRAMENTO, CA				
8 10/08/2007	OAKLAND, CA	SACRAMENTO, CA				
9 10/09/2007	OAKLAND, CA	SACRAMENTO, CA				
10 10/10/2007	OAKLAND, CA	SACRAMENTO, CA				
11 10/11/2007	OAKLAND, CA	SACRAMENTO, CA				

Enter Expense Lines						
Customize Find First 1-5 of 5 Last						
*Overview Detail *Mileage						
Select	*Expense Type	Receipt Required	*Expense Date	*Amount Spent	*Destination Location	*Payment Type
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/01/2007 [B]	87.30	SACRAMENTO, CA	Cash
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/03/2007 [B]	87.30	SACRAMENTO, CA	Cash
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/04/2007 [B]	87.30	SACRAMENTO, CA	Cash
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/07/2007 [B]	87.30	SACRAMENTO, CA	Cash
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/08/2007 [B]	87.30	SACRAMENTO, CA	Cash

Add: New Expense OK Copy Selected Expense(s) Delete Selected Expense(s)

Check For Errors Personal Days and Meals Provided Trip History Travel Currency Converter Apply Cash Advance(s)

Expense Report Totals			
Employee Expenses:	436.50 USD	Due Employee:	436.50 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals Update Totals	
Cash Advances Applied:	0.00 USD		

Save For Later Select Approver Finish and Submit Printable View

Expense Report

Copy Selected Expenses

Maria Atkinson Employee ID: 808001 Report ID: NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Expense Type	Expense Date	Amount Spent	Currency
Mileage (for Private Vehicle)	10/04/2007	87.30	USD

Copy Option			
<input type="radio"/> Copy to One Date	To Date:	<input type="text" value="10/01/2007"/>	
<input checked="" type="radio"/> Copy to Range of Dates	From Date:	<input type="text" value="10/07/07"/>	<input checked="" type="checkbox"/> Include Weekends
	To Date:	<input type="text" value="10/08/07"/>	<input checked="" type="checkbox"/> Include Holidays

OK Cancel

6. Complete the record by selecting an approver and submitting the Expense Report.

Expense Report

Expense Report Entry

Maria Atkinson

Employee ID: 808001

Report ID: NEXT

Enter Report Information

Trip Name:	Local	LBNL Trip #:	000060853	Trip Type	Local
Business Purpose:	Site Visit	Trip Comments:			
Business Location (first):	SACRAMENTO, CA				
Begin Date:	10/01/2007	End Date:	10/11/2007	<input type="checkbox"/> Supplemental Exp. Report	

Trip Description and Benefit

Local Site Visit

Itinerary Legs						
Primary Information		Host Information		Customize Find First 1-11 of 11 Last		
Departure Date	Departure City, State or City, Country	Business City, State or City, Country				
1 10/01/2007	OAKLAND, CA	SACRAMENTO, CA				
2 10/02/2007	OAKLAND, CA	SACRAMENTO, CA				
3 10/03/2007	OAKLAND, CA	SACRAMENTO, CA				
4 10/04/2007	OAKLAND, CA	SACRAMENTO, CA				
5 10/05/2007	OAKLAND, CA	SACRAMENTO, CA				
6 10/06/2007	OAKLAND, CA	SACRAMENTO, CA				
7 10/07/2007	OAKLAND, CA	SACRAMENTO, CA				
8 10/08/2007	OAKLAND, CA	SACRAMENTO, CA				
9 10/09/2007	OAKLAND, CA	SACRAMENTO, CA				
10 10/10/2007	OAKLAND, CA	SACRAMENTO, CA				
11 10/11/2007	OAKLAND, CA	SACRAMENTO, CA				

Enter Expense Lines						
Customize Find First 1-5 of 5 Last						
*Overview Detail *Mileage						
Select	*Expense Type	Receipt Required	*Expense Date	*Amount Spent	*Destination Location	*Payment Type
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/01/2007 [B]	87.30	SACRAMENTO, CA	Cash
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/03/2007 [B]	87.30	SACRAMENTO, CA	Cash
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/04/2007 [B]	87.30	SACRAMENTO, CA	Cash
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/07/2007 [B]	87.30	SACRAMENTO, CA	Cash
<input type="checkbox"/>	Mileage (for Private Vehicle)	<input type="checkbox"/>	10/08/2007 [B]	87.30	SACRAMENTO, CA	Cash

Add: New Expense OK Copy Selected Expense(s) Delete Selected Expense(s)

Check For Errors Personal Days and Meals Provided Trip History Travel Currency Converter Apply Cash Advance(s)

Expense Report Totals			
Employee Expenses:	436.50 USD	Due Employee:	436.50 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals Update Totals	
Cash Advances Applied:	0.00 USD		

Save For Later Select Approver Finish and Submit Printable View

Why Certify?

Travelers must certify their Expense Reports prior to being submitted for payment. Travelers must certify that the travel was required for business purposes and that the expenses were incurred as a results of that business

The traveler will receive an email notification when an arranger submits an Expense Report. An example of this email notification is shown at the right. To complete Certification, **click on the hyperlink at the bottom of the email.**

This takes you directly to the specific Expense Report. **Sign into TRES** using your LDAP ID as shown at the right.

The Certification window is shown for the traveler to certify that the expenses incurred are in compliance with business that was conducted on behalf of LBNL.

At this point, you must click on the **Certify and Submit** button.

The Submit Confirmation window appears. To finalize the certification process, **click OK.**

Subject: Travel expense report is awaiting your approval.
From: fms-logmail@mailbot.lbl.gov
Date: Thu, 31 Jul 2008 10:31:21 -0700 (PDT)
To: Apecoraro@lbl.gov

Travel expense report is awaiting your approval.

Traveler : Malone,David ID: 001688
 Arranger : Pecoraro,Aurora
 Trip Name : DEMO ER NO AUTH
 LBNL Trip # : 000060666
 Report ID : 0000010294
 Total Expenses : \$1498.5
 Reimbursement : \$848.5
 Begin Date : 01/20/2008 End Date: 01/25/2008
 First Business Location: DENVER,CO
 Business Purpose : Site Visit

https://trestm.lbl.gov/psp/trestm/ZT_TRAVEL/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_APPROV



The image shows the Berkeley Lab FMS login page. It includes a header with the Berkeley Lab logo and the text "ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY". Below the header is a login form with fields for "User ID:" and "Password:", a "Sign In" button, and a "Select a Language:" dropdown menu. The language options include English, Español, Dansk, Deutsch, Français, Français du Canada, Italiano, Magyar, Nederlands, Norsk, Polski, Português, Suomi, Svenska, Čeština, 日本語, 한국어, Русский, 繁體中文, and العربية.

<input type="checkbox"/>	Gas for a Rental or Govt	<input type="checkbox"/>	02/26/2008	30.00	SAN DIEGO,CA	Cash	+
<input type="checkbox"/>	Parking / Tolls	<input type="checkbox"/>	02/22/2008	10.00	SAN DIEGO,CA	Cash	+
<input type="checkbox"/>	Parking / Tolls	<input type="checkbox"/>	02/23/2008	10.00	SAN DIEGO,CA	Cash	+
<input type="checkbox"/>	Parking / Tolls	<input type="checkbox"/>	02/24/2008	10.00	SAN DIEGO,CA	Cash	+
<input type="checkbox"/>	Parking / Tolls	<input type="checkbox"/>	02/25/2008	10.00	SAN DIEGO,CA	Cash	+
<input type="checkbox"/>	Parking / Tolls	<input type="checkbox"/>	02/26/2008	10.00	SAN DIEGO,CA	Cash	+

Add: New Expense OK Copy Selected Expense(s)... Delete Selected Expense(s)

Check For Errors Personal Days and Meals Provided Trip History Travel Currency Converter Apply Cash Advances(s)

Expense Report Totals

Employee Expenses:	874.00 USD	Due Employee:	874.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	Update Totals
Cash Advances Applied:	0.00 USD		

Save For Later Select Approver **Certify And Submit** Printable View

Current Approval Status

Routing	Name	Status	Date
Originator	Pecoraro,Aurora	Submitted	
Division Approver 1	Axthelm,Charles A		
Pre-Pay Auditor			

Approval Detail Find | View All First 1 of 2 Last

Name: Axthelm,Charles A

Comment:

Expense Report

Submit Confirmation

Rosa Cruz Employee ID: 192521 Report ID: 0000010138

Expense Report Totals

Employee Expenses:	874.00 USD	Due Employee:	874.00 USD
Non-Reimbursable Expenses:	0.00 USD		
Prepaid Expenses:	0.00 USD	Definition of Totals	
Cash Advances Applied:	0.00 USD		

Click OK to submit, or click Cancel to return to the expense report without submitting.

Note

By clicking the OK button below, I am certifying that:

- * This is an accurate report of travel expenses incurred to accomplish official Laboratory business on the dates indicated.
- * All required receipts have been submitted to the Travel Office.
- * I have not received reimbursement from another source(s) for any expenses claimed.
- * In the event of overpayment or if payment is received from another source(s) for any portion of the expenses claimed, I assume responsibility for repaying the Laboratory in full for those expenses.
- * The expenses being claimed are allowable under Contract 31 and in compliance with LBNL Travel policy.

OK Cancel

How to Prepare a Supplemental Expense Report:

From **Action Request**, select the **'Supplemental Exp Rpt - Create'** option.

Enter the LBNL Trip # with the four preceding zeros.

Click **Go**.

The report is listed for you to select. Select by clicking the **'Select'** box.

The information from the original expense report is populated for you to continue preparing the Supplemental Expense Report.

Trip Navigation Trip Action and Key Information

Traveler (Last Name,First Name) Pecoraro,Aurora *ID 004123

Key Information

*Action Request Supplemental Exp Rpt - Create

Begin Date 10/06/2008 End Date

Trip Name

Business Location (first) OR

LBNL Trip #

Go

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Trip Navigation
Trip Action and Key Information

Traveler (Last Name,First Name) Pecoraro,Aurora *ID 004123

Activity

Select	LBNL Trip #	Report ID	Status	Trip Cancelled	Supplemental Expense Report	Trip Name	Trip Type	Begin Date	End Date	Business Location (First)
<input type="checkbox"/>	000060716	0000010332	Pending			Domestic training	Domestic	12/10/2008	12/15/2008	WASHINGTON,DC
<input type="checkbox"/>	000060732					Foreign Training	Foreign	01/10/2009	01/21/2009	GENEVA,CHE
<input type="checkbox"/>	000060823	0000010406	Pending			TREX on line training	Domestic	10/10/2008	10/15/2008	WASHINGTON,DC
<input type="checkbox"/>	000060837	0000010411	Pending			basics class 091608	Domestic	11/15/2008	11/20/2008	DENVER,CO
<input type="checkbox"/>	000060863	0000010434	Pending			Local Class ECP JT	Local	12/15/2008	12/19/2008	SAN MATEO,CA

Start Over

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Supplemental Exp Rpt - Create Trip Information

Traveler (Last Name,First Name) Pecoraro,Aurora *ID 004123

Trip Information

Trip Name test LBNL Trip # 000060414

Business Purpose Site Visit Travel Auth ID

Begin Date 10/01/2007 End Date 10/04/2007 Report ID NEXT

Business Location (first): DENVER,CO

Trip Description and Business Benefit test

Trip Type

☒ Domestic

☐ Foreign

☐ Local

Prev **Next**

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